



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Associate Systems Software Specialist (Tech)
Systems Software Specialist I (Tech)
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$4308 - \$5235 Associate Systems Software Specialist
\$4731 - \$5753 Systems Software Specialist I

DUTIES:

Note: This position may be downgraded for recruitment purposes. At the Associate level, the position will receive guidance and direction from the lead Systems Software Specialist II in performing or assisting in the defined duties.

This position is located in the Enterprise System Support Unit of the [Technical Support Section](#) and functions under the general direction of the Systems Software Specialist III. This position administers and supports the agency's network and server infrastructure. The position has responsibility for implementation, administration, troubleshooting and maintenance of enterprise server software, including Microsoft Windows Server and other enterprise-wide server services. The position is also responsible for managing the network backup systems, including tape drives and Veritas Backup Exec software.

Essential Functions

- Implement, administer and maintain technology solutions involving server software and hardware products for the enterprise. Support the agency's servers and the enterprise desktop environment, including firmware upgrades, operating system patching, configuration and maintenance of server and LAN functions. Monitor and evaluate server performance and events; resolve performance issues and/system incidents. Perform advanced problem determination and resolution for enterprise server, client/server and network related problems.
- Research, test, install, configure and maintain the enterprise LAN backup systems. Perform systems support for server backup hardware and software, including use of Symantec/Veritas Backup Exec software, tape drive, SAN/NAD, disk-based backup. Administer the daily, weekly, and monthly backup operations, including device and media management. Participate in disaster recovery planning for the enterprise and maintain disaster recovery mechanisms.
- Administer and maintain the network printer systems using network tools, including WebJetAdmin and Windows Printing subsystems. Troubleshoot network printer issues and test, maintain and implement printers, copiers and plotters.
- Provide support for and back-up administration of the enterprise systems, including Microsoft Exchange, BlackBerry Enterprise Servers, Faxination, SMS, MOM, DNS, WINS, DHCP, DFS/EFS, SQL and other systems.
- Research, develop and maintain accurate records and document procedures for the operation of enterprise systems.

DESIRABLE QUALIFICATIONS:

- Good communication skills.
- Strong sense of teamwork.
- Ability to learn quickly "on the job".
- Ability to manage multiple, changing priorities.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as an Associate Systems Software Specialist/Systems Software Specialist I (Tech).

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-740-1587-003" next to the classification on your application/resume, i.e. Associate Systems Software Specialist/Systems Software Specialist I (Tech) (820-740-1587-003).

FINAL FILING DATE:

Applications will be accepted until filled.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the Information Division at (916) 653-4062 or TDD (916) 654-9922.

INFO:dls 12/07/05